

Hall of Records  
Commission

# RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. C-116PAGE  
NO. 1.

1. Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. MINUTES OF PROCEEDINGS OF THE SOMERSET COUNTY COURT

Size: 12" x 17" x 2"  
Dates: 1804, 1811, 1839-1856, 1870 - -  
Quantity: 10 volumes  
File Arrangement: Chronological

The Minutes of the Proceedings record Court action and orders without testimony. The proceedings are covered in the Civil and Criminal Papers, and in the Judicial and Chancery Records.

RECOMMENDATION: RETAIN PERMANENTLY.

2. ROUGH MINUTES OF PROCEEDINGS OF THE SOMERSET COUNTY COURT

Size: 9" x 14" x  $\frac{1}{2}$ "  
Dates: 1813, 1815, 1852-1860, 1898-1907, 1912-1920  
Quantity: 7 volumes

This series of Minutes were the rough drafts later transcribed as permanent Minutes (Item 1). Prior to 1870 the permanent set of Minutes lack certain years which the rough minutes include and therefore their retention is recommended.

RECOMMENDATION: RETAIN PERMANENTLY.

 APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Grace J. Barnes, Clerk of Court

Signature

Title

Apr. 3, 1958

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

4/7/1958

Date

M. S. Radloff

Archivist

Date

Secretary

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No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.3. JUDICIAL RECORD (JUDICIALS)

Size: 14" x 18" x 3"

Dates: 1788-1816, 1818 - -

Quantity: 38 volumes

File Arrangement: Chronological

Index: Alphabetical thumb index to owner and purchaser;  
Index to Judgments

This is a record of confessed and summary judgments and court action in the liquidation of debts by sheriff's sales of the debtor's chattels and real estate. Names of the plaintiffs and defendants are shown with the writ of summons, the declaration in the plea, bonds, the plaintiff's answer, the order of the Court to the sheriff, the report of the sale and distribution by the sheriff, releases, and the order of the Court to record the proceedings. In the early volumes other causes and matters were reported as follows :

Appointment of Commissioners to examine bounds of tracts  
of land and to divide land in kind

Recognitions (bastard children)

Report by Road Commissioners that work had been completed  
on specified roads

Issuance of licenses to retail liquor and keep taverns

Indentures (apprentices)

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS  
ALL VOLUMES PRIOR TO 1851.

4. INDEX TO COURT AND MAGISTRATES JUDGMENTS AND FINISHED CASES

Size: 14" x 20" x 3"

Dates: 1883 - -

Quantity: 9 volumes

File Arrangement: Chronological

Index: Thumb Index to parties

This is an index to the Judicial Record (Item 3), the Docket of Recorded Judgments of Justice of the Peace (Item 6), and the Docket of Finished cases (Item 15) discontinued in 1951. The index is prepared in two volumes, plaintiffs, and defendants, and shows the names of defendants and plaintiffs with columns for Court and magistrate judgments listing the volume, page number, the case and docket number, the term and year under Court Judgments, and the date of filing under Magistrates Judgments.

RECOMMENDATION: RETAIN PERMANENTLY.

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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

5. JUSTICE OF THE PEACE NOTICES OF JUDGMENTS AND SATISFACTIONS

Size: 3½" x 8½"

Dates: 1918 - -

Quantity: 4 document file drawers

File Arrangement: By case number

Index: Docket of Recorded Judgments of Justice of the Peace

This file contains the notices of judgments rendered by Justices of the Peace and deposited by the plaintiffs for recording with the Clerk at which time they become liens against the defendants real estate or leasehold interest, with certain exceptions. The notice shows the names of the parties and the amount involved in each judgment. The notices of Satisfaction or Settlement are included in the file. This information is recorded in the Docket of Recorded Judgments of Justice of the Peace, a permanent record.

RECOMMENDATION: RETAIN PERMANENTLY.

6. DOCKET OF RECORDED JUDGMENTS OF JUSTICE OF THE PEACE (MAGISTRATES JUDGMENTS)

Size: 14" x 18" x 3"

Dates: 1800-1807, 1820-1825, 1849 - -

Quantity: 11 volumes

File Arrangement: Chronological

Index: Thumb Index to Plaintiff and Defendant; Defendant's  
Index to Court and Magistrates Judgments

This docket records the names of the parties, the case number and abstract of the case, the dates of court actions and orders, the judgment, the date of filing with the Clerk of the County Court, his signature and the notation and date of release. The entries in this docket are derived from the notices of judgments deposited by the Justice of the Peace (Schedule C-116, Item 5).

RECOMMENDATION: RETAIN PERMANENTLY.

7. JURY LISTS

Size: 3½" x 8½"

Dates: 1892 - -

Quantity: 1 document file drawer

File Arrangement: Chronological by court term

This record is composed of the lists of 200 persons from which the jury is drawn for each Court term and the lists of the forty-eight jurors drawn.

RECOMMENDATION: RETAIN PERMANENTLY.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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8. COURT COSTS

Size: 8" x 14" x 2"

Dates: 1814-1815, 1846, 1848, 1850, 1866, 1889-1893,  
1896-97, 1914-1920

Quantity: 3 volumes

Annual Accumulation: Discontinued

Index: Thumb index to witness

This is a record of expenditures for the appearance of witnesses in trials and Judicials, showing the names of witnesses and the names of the plaintiff and defendant, the case or docket number, and the payment. Court costs are entered in the Cash Disbursements Journals, a permanent record.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

9. CHANCERY PAPERS

Size:

Dates: 1865 - -

Quantity: 245 document files, 2 cartons

File Arrangement: Chronological and serial number

Index: Chancery dockets and defendants and plaintiffs  
index to chancery records

This file contains papers relating to proceedings in equity, including the bill of complaint, testimony, petitions and orders of the Court, subpoenas and decrees, reports of tax sales, administration of affairs of persons declared non compos mentis, and intestate estates, claims, bankruptcies, divorces, and land sales and land divisions.

RECOMMENDATION: RETAIN PERMANENTLY.

10. CHANCERY RECORD

Size: 14" x 18" x 3"

Dates: 1831-1870, 1872 - -

Quantity: 50 volumes

File Arrangement: Chronological

Index: Thumb index to plaintiff and defendant, chancery  
dockets, and defendant and plaintiff index to  
chancery records

This is a transcription of cases heard in equity proceedings relating to real estate sales, foreclosures, mortgage and tax sales, partition sales, bankruptcies, domestic relations and divorce, and changes of personal names. The Chancery Record shows the names of the plaintiff and defendant, the petition or bill of complaint, the

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>orders of the court, the appointment of commissioners or trustees, the report of sale or distribution and the endorsement of the court, the affidavits of the commissioners or trustees and the final satisfaction by the court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>11. <u>CHANCERY DOCKET</u></p> <p>Size: 14" x 20" x 3"            Dates: 1819 - -            Quantity: 12 volumes            File Arrangement: Chronological by docket (case) number</p> <p>This docket is a record of Chancery proceedings, showing the case number under which papers are filed, the initials of the lawyers, the names of the parties, dates of court action, and the court decision and court costs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
	<p>12. <u>DEFENDANT AND PLAINTIFF INDEX TO CHANCERY RECORDS</u></p> <p>Size: 14" x 18" x 3"            Dates: 1853 - -            Quantity: 2 volumes            File Arrangement: Chronological            Index: Thumb index to name</p> <p>This index records, in separate volumes for the defendants and the plaintiffs, the names of the defendant and the plaintiff, the case number, and the liber and folio of recordation in the Chancery Record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
	<p>13. <u>CLAIMS DOCKET</u></p> <p>Size: 13" x 19" x 3"            Dates: 1908 - -            Quantity: 1 volume            File Arrangement: Chronological            Index: Thumb index to defendant; Chancery Docket</p> <p>The Claims Docket records proven claims in cases of voluntary trust or under decrees for the payment of debts or in any case in which creditors have presented proven claims to the Circuit Court. The docket shows the names of the plaintiff and the defendant, the trustees, the chancery case or docket number, the names of the creditors, the character of the claim and the amount, and the date of proving the claim. The claims papers are filed with the Chancery Papers (Item 9).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
14.	<p><u>DOCKET OF STET CASES</u></p> <p>Size: 13" x 19" x 3"            Dates: 1913 - -            Quantity: 2 volumes            Index: Thumb index to plaintiff and defendant</p> <p>This is a record of cases stetted by the State's Attorney, after four Court terms showing the dates, docket number, plaintiff and defendant, the procedure in the case with dates and the notation that the case has been stetted. Stetted cases seldom return to the Court for further actions; they have generally been settled outside of court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
15.	<p><u>DOCKET OF FINISHED CASES</u></p> <p>Size: 14" x 20" x 3"            Dates: 1846-1852, 1857-1860, 1866-1870, 1872-1951            Quantity: 18 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued            Index: Thumb Index to plaintiff and defendant</p> <p>This record was a duplication of the permanent dockets but included only finished cases.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY : TRANSFER TO THE HALL OF RECORDS.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>6/16/1961</p>
16.	<p><u>CHANCERY RECORD OF DIVORCE DECREES</u></p> <p>Size: 14" x 20" x 2"            Dates: 1908 - -            Quantity: 4 volumes            File Arrangement: Chronological            Index: Thumb index to parties</p> <p>This is an index to the Chancery Papers in divorce and annulment proceedings, resulting in decrees of divorce or annulment showing the case number under which the papers are filed, the names of the parties, dates, the substance of the decree, and testament of the Clerk and the Judge.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17.	<p><u>INDEX OF PLAINTIFFS AND DEFENDANTS (DIVORCE)</u></p> <p>Size: 14" x 17" x 1"            Dates: 1908-1952            Quantity: 1 volume            Annual Accumulation: Discontinued            Index: Thumb index to plaintiff</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>This is an index to divorce proceedings by names of the plaintiffs and defendants, listing the number of the case, the folio of the Chancery Record, the date of the divorce and the Court costs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18.	<p><u>JUVENILE PAPERS (JUVENILE CAUSES)</u></p> <p>Size: Folded papers Dates: 1946 - - Quantity: 3 document files File Arrangement: By case number Index: Juvenile Court Docket</p> <p>This file contains original court papers relating to procedure of the Circuit Court acting on juvenile matters. Each case is assigned a case or docket number and all or some of the following papers are filed:</p> <p>Petitions Affidavits Court orders and writs Bonds Hearings Findings Commitments and Releases</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19.	<p><u>JUVENILE COURT DOCKET</u></p> <p>Size: 14" x 20" x 1" Dates: 1946 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index to name of juvenile</p> <p>The Juvenile Docket shows the case number assigned to the Juvenile Papers, the date of filing petitions and affidavits, the orders of the Court, the bond, dates of hearings and findings, the final order, and commitments and releases.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
20.	<p><u>ADOPTION PAPERS</u></p> <p>Size: 4" x 9½" envelopes Dates: 1947 - - Quantity: 1 document file drawer File Arrangement: By case number Index: Adoption Docket</p> <p>All Adoption papers are sealed at the time the decree is signed</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>by the Court and the adoption is recorded in the Adoption Docket.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><b>21. <u>ADOPTION DOCKET</u></b></p> <p>Size: 14" x 18" x 2"            Dates: 1947 - -            Quantity: 1 volume            File Arrangement: Chronological            Index: Thumb index to petitioner and adoptee</p> <p>This is a docket type record of adoption petitions and action of the Circuit Court, showing the case number, names of the petitioners and the adoptees, the dates of filing petitions, affidavits, the orders of the Court, and the report of the Somerset County Welfare Board, with the Court decree of adoption.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
	<p><b>22. <u>MARRIAGE LICENSE APPLICATION LIST</u></b></p> <p>Size: Folded sheets            Dates: 1796-1886            Quantity: 1 document file            File Arrangement: Chronological</p> <p>This is a handwritten, chronological list of persons applying for marriage licenses by year, month and day, and recording the color of the applicants.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
	<p><b>23. <u>MARRIAGE LICENSE APPLICATIONS</u></b></p> <p>Size: 14" x 13" x 3"            Dates: 1938-1952            Quantity: 8 volumes            Annual Accumulation: Combined with Item            Index: Index to Marriages</p> <p>This is a serialized application showing names of the parties, their residence, age, color, nativity, the names of consenting parties if either are minors, relationship, if any, and signatures of the applicant and the Clerk, and the notation of recordation. After July 1, 1952, the applications were combined with the Marriage License Record and a section was added to provide for the Clerk's certification of the Minister's Marriage Return.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
24.	<p><u>RECORD OF MARRIAGE LICENSES</u></p> <p>Size: 14" x 20" x 3" Dates: 1866 - - Quantity: 4 volumes File Arrangement: Chronological Index: Index to Marriages Audit: State audit</p> <p>This record lists the date and names of the persons applying for a license, their residences, age, color, whether married or single, and their relationship, if any, and degree of relationship. From January 1, 1938 to July 1, 1952, the Record of Marriage Licenses and the Index to Marriages (Item 25) were combined in one volume; after July 1, 1952, separate series were resumed for these records. Marriage License Applications (Item 23) was combined with the Record of Marriage Licenses in 1952.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	APPROVED HALL OF RECORDS COMMISSION
25.	<p><u>INDEX TO MARRIAGES</u></p> <p>Size: 14" x 16" x 2" Dates: 1866 - - Quantity: 7 volumes File Arrangement: Chronological</p> <p>The Index to Marriages records the names of the applicants, the page number in the Record of Marriage Licenses, and the license number.</p> <p>On January 1, 1938 the Index and the Record of Marriage Licenses (Item 24) were combined until July 1, 1952, when a separate index was reinstated in two volumes, one volume for males and one for females.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
26.	<p><u>MARRIAGES - SEALED</u></p> <p>Size: 3½" x 8½" envelopes Dates: 1956 - - Quantity: ½ document file drawer File Arrangement: Chronological by license number Index: Index to Marriages</p> <p>This is a sealed file of marriage papers containing the doctor's certificate of pregnancy and the marriage license copy. The application for and issuance of the license to marry are recorded in the Record of Marriage License. Marriages of this nature involve a minor</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
27.	<p><u>CIVIL AND CRIMINAL PAPERS (OLD SERIES)</u></p> <p>Size: 4" x 11" pockets            Dates: 1876-1886, 1900-1940            Quantity: 162 document files            File Arrangement: Chronological by docket or case number            Index: Civil and Criminal Dockets</p> <p>This file contains all or some of the original Court papers pertaining to the following:</p> <ul style="list-style-type: none"> <li>Appearances</li> <li>Judicials</li> <li>Civil and Criminal Appeals</li> <li>Trials</li> <li>Continuances</li> <li>Recognizances</li> <li>Presentments</li> <li>Court Decisions</li> <li>Miscellaneous supporting papers.</li> </ul> <p>Since 1940 Civil and Criminal papers have been filed separately (Items 29, 31).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
28.	<p><u>CIVIL AND CRIMINAL DOCKETS (OLD SERIES)</u></p> <p>Size: 14" x 20" x 1"            Dates: April, 1813, Jan. 1862, 1900-1949            Quantity: 201 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued            Audit: State audit            Index: Thumb index to page number; Criminal Index;            Defendant and Plaintiff Index to Chancery Records</p> <p>The Permanent Dockets show the case or docket number, dates, the lawyers' initials, the plaintiff and defendant, and the action of the Court. The Docket is arranged in sections—Appearances, Judicials, Civil Appeals, Criminal Appeals, Trials, Criminal Appearances, Continuances, Recognizances, Presentments, and Miscellaneous. Beginning with the first Court term in 1950 the combined Civil and Criminal Dockets were separated and continued in separate series (Items 31, 34). The dockets for April 1813, and January 1862, are missing from the</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.								
	<p>set deposited in the Hall of Records.</p> <p>A. RECOMMENDATION: RETAIN PERMANENTLY B. RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS DOCKETS FOR APRIL 1813 AND JANUARY 1862.</p> <p>29. <u>ROUGH DOCKETS</u></p> <p>Size: 12" x 14" x 1" Dates: 1809-1811, 1813, 1822, 1824, 1827-53, 1856, 1862 Quantity: 177 volumes File Arrangement: Chronological</p> <p>The rough dockets are prepared solely for the temporary use of the Clerk, the Judges, and State's Attorney and are of no further value after they have been transcribed in the permanent dockets. The rough dockets are non-record according to the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Ed.). Since the rough dockets subsequent to 1903 have already been declared non-record in Schedule C-28, Item 3, this schedule applies only to the dockets prior to 1903.</p> <p>The rough dockets for 1809, 1810, 1811, 1822, 1830, and 1831 should be transferred to the Hall of Records to provide coverage for years missing from the Hall of Records set of permanent dockets. The recommendation below applies only to those dockets which are to be transferred to the Hall of Records for the reason stated.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER ROUGH DOCKETS FOR 1809-1811, 1822, 1830-1831 TO THE HALL OF RECORDS.</p>									
	<p>30. <u>CIVIL PAPERS (NEW SERIES)</u></p> <p>Size: 14" x 11" pockets Dates: 1940 - - Quantity: 37 document files File Arrangement: Chronological Index: Defendant and Plaintiff Index to Chancery Records</p> <p>This file contains all or some of the original Court papers pertaining to the following:</p> <table border="0"><tr><td>Appearances</td><td>Recognizances</td></tr><tr><td>Judicials</td><td>Civil Appeals</td></tr><tr><td>Trials</td><td>Court Decisions</td></tr><tr><td>Continuances</td><td></td></tr></table> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	Appearances	Recognizances	Judicials	Civil Appeals	Trials	Court Decisions	Continuances		
Appearances	Recognizances									
Judicials	Civil Appeals									
Trials	Court Decisions									
Continuances										

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
31.	<p><u>CIVIL DOCKETS (NEW SERIES)</u></p> <p>Size: 14" x 20" x 3"            Dates: 1950 - -            Quantity: 3 volumes            File Arrangement: Chronological            Audit: State audit            Index: Thumb index to defendant and plaintiff</p> <p>These dockets show the date and docket number, lawyer's initials, and names of the plaintiffs and defendants, the Court procedure, and the Court decisions. In some instances Court costs are shown.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
32.	<p><u>CRIMINAL PAPERS (NEW SERIES)</u></p> <p>Size: 4" x 11" pockets            Dates: 1940 - -            Quantity: 10 document files            File Arrangement: Chronological by docket number            Index: Criminal Index</p> <p>This file contains original Court papers relating to the following:</p> <ul style="list-style-type: none"> <li>Presentments</li> <li>Criminal appearances</li> <li>Trials</li> <li>Continuations</li> <li>Recognizances</li> <li>Criminal Appeals</li> <li>Court Decisions</li> </ul> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33.	<p><u>CRIMINAL INDEX</u></p> <p>Size: 14" x 18" x 2"            Dates: 1947 - -            Quantity: 1 volume            File Arrangement: Chronological            Index: Thumb index to names of plaintiff and defendant</p> <p>This record is an index to the Criminal Docket and to the Criminal Papers (Items 31, 32). The Index shows the names of the plaintiff and defendant, the case number, (page number when indexing the old series dockets), and the Court term and year.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
34.	<p><u>CRIMINAL DOCKETS (NEW SERIES)</u></p> <p>Size: 14" x 20" x 3"            Dates: 1950 - -            Quantity: 2 volumes            File Arrangement: Chronological            Index: Thumb Index to Plaintiff and Defendant</p> <p>The Criminal Dockets show the date and docket number, the lawyer's initials, names of the plaintiff and defendant, the Court procedure and decision in disposition of the case, with dates. In some instances Court costs are shown.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
35.	<p><u>GRAND JURY DOCKET</u></p> <p>Size: 10" x 13" x 1"            Dates: 1925 - -            Quantity: 2 volumes            File Arrangement: Chronological</p> <p>This is a docket of bills of indictment presented to the Grand Jury showing the Court term, names of the defendant and the plaintiff, the names of the witnesses, and the indictment.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
36.	<p><u>RETURNED PROCESS ORDERS</u></p> <p>Size: Folded papers            Dates: 1950 - -            Quantity: 1 document file drawer            File Arrangement: Chronological</p> <p>This file contains the Court order for summonses and subpoenas for Court appearances in civil and criminal cases. They are orders on the Sheriff to serve the papers, and show the names of the plaintiff and defendant and of the person being served, the date of issuing the order and of the appearance. The Sheriff notes the date of service and returns the order to the Clerk. This information is recorded in the Civil or Criminal Dockets.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
37.	<p><u>RECEIPTS OF PROCESS</u></p> <p>Size: 3½" x 8½"            Dates: 1950 - -            Quantity: ½ document file drawer            File Arrangement: Chronological</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
38.	<p><u>DEEDS (ORIGINAL)</u></p> <p>Size: Document size Dates: 1723 - - Quantity: 155 document files File Arrangement: Chronological Index: General Index to Land Records</p> <p>This file is composed of receipts from out-of-State Clerks of Court showing that requests for subpoenas and summonses have been delivered to the Sheriff for service on a specified date. This notation is posted to the Civil, Criminal or Chancery Docket.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
39.	<p><u>DEEDS SERIES (LAND RECORDS)</u></p> <p>Size: 14" x 20" x 3" Dates: 1665 - - Quantity: 278 volumes File Arrangement: Chronological Index: Thumb index by name and in the General Index to Land Records</p> <p>This file contains the original deeds, mortgages, plats, bills of sale, certificates, agreements, and bonds and commissions deposited with the Clerk for recordation. The original deeds and mortgages are transcribed in the Deed series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
40.	<p><u>GENERAL INDEX TO LAND RECORDS (DEED INDEX)</u></p> <p>Size: 14" x 18" x 3" Dates: 1665 - - Quantity: 30 volumes File Arrangement: Chronological Index: Kineo-Philbrick System, Cott System after 1940</p> <p>This index shows the names of the grantor and grantee, the type of instrument, and the liber and folio of recordation in the Deed series. The indexes for each period are prepared in two volumes,</p>	

CHATTLE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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one for grantors and one for grantees. Conditional Contracts of Sale are recorded in this index when the chattels involved are affixed to property (Art. 21, Sec. 66, Annotated Code of Maryland, 1957 Ed.)

RECOMMENDATION: RETAIN PERMANENTLY.

41. MORTGAGE BOOK

Dates: 1891-1915

Quantity: 4 volumes

File Arrangement: Chronological

Annual Accumulation: Discontinued

Index: Thumb index to mortgages

This record lists the mortgages and mortgagor, the assignee, the date of the mortgage or deed of trust and the amount, the tax credited, the date of payment of taxes, and the date of the mortgage release.

RECOMMENDATION: RETAIN PERMANENTLY.

42. PLAT BOOKS

Size: 18" x 26" x 3"

Dates: 1940 - -

Quantity: 6 volumes

File Arrangement: Chronological as received

Index: In the Grantee Index

This file contains plats and maps required to be filed with the Clerk which are too large to file with the original Deeds.

RECOMMENDATION: RETAIN PERMANENTLY.

43. CHATTEL RECORDS

Size: 14" x 18" x 3"

Dates: 1933 - -

Quantity: 15 volumes

File Arrangement: Chronological

Index: Thumb index to mortgagor and mortgagee; General Index (Item 46)

This is a transcription of chattel mortgages and releases recording the name of the parties, the consideration, a description of the goods, chattels or personal property mortgaged, the terms of repayment, the signatures of the parties, the notarization, and the notation of recordation and release by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
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Committed  
Abstract  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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44. CONDITIONAL CONTRACTS OF SALES DOCKET

Size: 14" x 18" x 3"

Dates: 1916 - 54-

Quantity: 19 volumes

File Arrangement: Chronological

Index: Thumb index to parties; General Index (Item 46)

This record is composed of abstracts of conditional sales contracts showing the date of the contract and naming the parties with a brief description of the property under contract. The amount to be paid is recorded with the method and date of payment, and the notation of recordation signed by the Clerk. Notation is made of the date of return of the contract to the mortgagee and of the release, when reported. When chattels involved are affixed to property, the contracts are cross-indexed in the Land Records (Art. 17, Sec. 6 and Art. 21, Sec. 66, Annotated Code of Maryland, 1957 Ed.)

RECOMMENDATION: RETAIN PERMANENTLY.

45. CROP LIEN RECORD

Size: 14" x 20" x 3"

Dates: 1934 - 1-

Quantity: 3 volumes

Audit: State audit

Index: Thumb index to lienor and lienee; General Index (Item 46)

This record is composed of transcriptions of crop liens and releases showing the date, the ~~File~~ number, the parties, the agreement and consideration, signatures, the notation of recordation, and release or satisfaction by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

46. GENERAL INDEX TO CHATTEL RECORDS, CONDITIONAL CONTRACTS OF SALES AND CROP LIENS

Size: 14" x 20" x 3"

Dates: 1933 - -

Quantity: 8 volumes

File Arrangement: Chronological (

Index: Thumb index to parties (Chattel Index, 1933 - -);  
Conditional Sales and Crop Liens, 1938 - -)

This index records the date of filing the mortgage or lien with the Clerk of the Circuit Court, names of the parties, the type of instrument filed, and the notation of recordation by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
47.	<p><u>MECHANICS AND BOAT LIEN DOCKETS</u></p> <p>Size: 12" x 14" x 2"            Dates: 1877 - -            Quantity: 7 volumes            File Arrangement: Chronological            Audit: State audit            Index: Thumb index to plaintiff and defendant</p> <p>This is a record of suits brought to secure payment for labor and materials expended in construction or maritime causes in which liens have been created. The lien shows the names of the parties, the dates, the terms of the contract, the bill of particulars, and supporting papers and exhibits, an itemized statement of labor and material expenditures, and the release signed by the plaintiff, with notarization and notation of recordation signed by the Clerk. Since 1956 projection prints have been used in the place of handwritten and typescript pages.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
48.	<p><u>FACTORS' LIENS</u></p> <p>Size: 13" x 18" x 2"            Dates: 1948 - -            Quantity: 1 volume            File Arrangement: Chronological            Index: Thumb index to parties</p> <p>This record is composed of transcriptions of factors liens, a type of business contract, listing the factors and borrowers and outlining the procedures for the transaction of business. A general or contingent lien is included in favor of the factors if certain specified procedures are allowed to lapse by the borrowers. The lien is notarized and a notation of recordation made by the Clerk (Art. 2, Sec. 23, Annotated Code of Maryland, 1957 Ed.).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
49.	<p><u>DEEDS OF INSOLVENTS</u></p> <p>Size: 10" x 14" x 2"            Dates: 1828-1845            Quantity: 5 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued</p> <p>This is a transcribed record of deeds of insolvent estates which have been assigned by the Orphans' Court to trustees for liquidation to pay estate debts. The deed copy shows the notation of recordation</p>	

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Schedule C.

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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

by the Clerk of the Circuit Court.

RECOMMENDATION: RETAIN PERMANENTLY.

50. INSOLVENT RECORD

Size: 14" x 18" x 3"  
Dates: 1883-1907  
Quantity: 2 volumes  
File Arrangement: Chronological  
Annual Accumulation: Discontinued  
Index: Insolvent Docket

The Insolvent Record contains transcriptions of petitions, affidavits, exhibits, and orders of the Court appointing trustees, the trustees' oath and bond, the inventory, the report of the sale and distribution to claimants, and the release of the trustees by the Court.

RECOMMENDATION: RETAIN PERMANENTLY.

51. INSOLVENT DOCKET

Size: 14" x 22" x 2"  
Dates: 1872-1898  
Quantity: 1 volume  
File Arrangement: Chronological  
Annual Accumulation: Discontinued  
Index: Thumb Index to insolvent

This docket lists the name of the insolvent and dates of filing petitions and exhibits, the orders of the Court, and the folio of the Insolvent Record.

RECOMMENDATION: RETAIN PERMANENTLY.

52. RECORD OF JUDGMENTS AND DECREES OF THE U.S. DISTRICT COURT

Size: 14" x 18" x 2"  
Dates: 1914 - -  
Quantity: 1 volume  
File Arrangement: Chronological  
Index: Thumb index to parties

This is a record of bankruptcy and tax lien judgments against residents of Somerset County, obtained in the United States District Court. Entries record the names of the parties, the case number, certification or acknowledgment by the Clerk of the District Court and notation of recordation by the Clerk of the Circuit Court. Federal Tax liens were recorded in this series from 1914 to 1926. For the period 1926-1934 no record is found. Since 1934 a separate index

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>has been maintained for tax liens and releases (Item 53).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
53.	<p><u>FEDERAL TAX LIENS AND RELEASES</u></p> <p>Size: Folded papers Dates: 1934 - - Quantity: 1 document file drawer File Arrangement: Chronological Index: Federal Tax Lien Index</p> <p>Federal tax liens and releases are deposited with the Clerk of the County Court for recordation. The Clerk bills the Federal government for recording each lien. The entries show the date of receipt, the serial number, the name and address of the taxpayer, the amount of taxes due, and the release. Tax liens, 1914-1926, appear in the Record of Judgments and Decrees of the U.S. District Court (Item 52).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
54.	<p><u>FEDERAL TAX LIEN INDEX</u></p> <p>Size: 16" x 16" x 2" Dates: 1934 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index to name</p> <p>This is an index to Federal Tax Liens and releases sent to the Clerk for recordation. The index lists the date of receipt, the serial number of the lien, and the name and address of the taxpayer.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
55.	<p><u>BOOK OF CORPORATIONS</u></p> <p>Size: 14" x 20" x 3" Dates: 1878 - - Quantity: 2 volumes File Arrangement: Chronological Audit: State audit Index: Thumb index to corporation</p> <p>The Book of corporations records the certificates of business incorporation and mergers, articles of dissolution and revival, amendments, and stock issuance statements. The notarized certifications of the corporation officials and of the State Tax Commission are included, with the liber and folio of record in the charter records of the State Tax Commission and the <u>Somerset</u> County Book</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>of Corporations.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>56. <u>BOOK OF RELIGIOUS CORPORATIONS</u></p> <p>Size: 13" x 19" x 3"            Dates: 1886 - -            Quantity: 1 volume            File Arrangement: Chronological            Audit: State audit            Index: Thumb index to name of church</p> <p>This is a record of the incorporation of churches (Art. 23, Section 269, Annotated Code of Maryland, 1957 Ed.) in Somerset County recording the certificate of incorporation and articles of amendment, if any, the certificate of the State Tax Commission with the liber and folio of recording in the Charter Records, fees paid, and recordation by the County Clerk.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
57.	<p><u>AGENCY RECORD</u></p> <p>Size: 13" x 19" x 3"            Dates: 1946 - -            Quantity: 1 volume            File Arrangement: Chronological            Index: Thumb index to parties</p> <p>This is a record of the actual owners of businesses represented by agents (Art. 2, Sec. 19, Annotated Code of Maryland, 1957 Ed.), showing the notarized statement of ownership and the nomination of the agent signed by an officer or owner of the firm, with the recordation signed by the Clerk.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
58.	<p><u>UNRECORDED CERTIFICATIONS</u></p> <p>Size: Folded papers            Dates: 1956 - -            Quantity: 1 document file            File Arrangement: Chronological</p> <p>These certificates issued by the State Insurance Department show the foreign insurance companies which have complied with the provisions of Maryland law and are authorized to do business, itemizing the type and class of insurance. Such certificates are deposited by the companies but are not recorded by the Clerk.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	

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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

59. REGISTRY OF PHYSICIANS AND SURGEONS

Size: 14" x 22" x 1"  
Dates: 1894 - -  
Quantity: 1 volume  
File Arrangement: Chronological  
Index: Thumb index to name

The Registry contains copies of certificates of authority to doctors, surgeons and other qualified persons to practice in Maryland, issued by the Board of Medical Examiners with a notation of the date of recordation by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

60. MILITARY DISCHARGE RECORD

Size: 14" x 20" x 3"  
Dates: 1940 - -  
Quantity: 3 volumes  
File Arrangement: Chronological  
Index: Thumb index to name

This record contains copies of Honorable Discharges of Coast Guard, Marine, Navy, and Army personnel, showing the complete service record with the date of deposit and signature of the Clerk. The recording of Honorable Discharges is voluntary and this record therefore is not necessarily a complete record of honorable discharges for ex-military personnel of Somerset County.

RECOMMENDATION: RETAIN PERMANENTLY.

61. TEST BOOK

Size: 10" x 14" x 1"  
Dates: 1851 - -  
Quantity: 5 volumes  
File Arrangement: Chronological  
Index: Alphabetical

The Test Books contain the oaths administered by the Clerk to public officials, commissions, and notaries public with their signatures, and the dates.

RECOMMENDATION: RETAIN PERMANENTLY.

62. BONDS (ORIGINAL)

Size: 3½" x 8½"  
Dates: 1902 - -  
Quantity: 1 document file drawer, 1 carton  
(continued on next page -

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>File Arrangement: Chronological Audit: State audit Index: In Bonds Record (Item 64)</p> <p>This file contains the original bonds and recognizances of administrators, mortgagees, public officials, and persons on whom injunctions have been placed. The bonds required from public officials are recorded in the Bond Record (Item 64) and mailed to the State Comptroller.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
63.	<p><u>BONDS OF TRUSTEES</u></p> <p>Size: 3½" x 8½" Dates: 1927 - - Quantity: ½ document file drawer, 1 carton File Arrangement: Chronological Audit: State audit</p> <p>This file contains bonds in chancery in which a trusteeship is involved--selling real estate of estates, estates of minors, and property of persons non compis mentis. The series, liber and folio of recordation are shown.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
64.	<p><u>BONDS RECORD</u></p> <p>Size: 14" x 18" x 2" Dates: 1815-1892, 1895 - - Quantity: 17 volumes File Arrangement: Chronological Audit: State audit</p> <p>The Bonds Record contains transcribed bonds and recognizances of administrators, trustees, mortgagees, office holders, and persons on whom injunctions have been placed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
65.	<p><u>ALCOHOLIC BEVERAGE LICENSE BOOK</u></p> <p>Size: 10" x 16" x 1" Dates: 1956 - - Quantity: 1 volume Audit: State audit</p> <p>This is a record of dates of issuance and renewal of licenses to persons to sell alcoholic beverages in package form or for consumption on the premises.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
66.	<p><u>LICENSE BOOKS</u></p> <p>Size: 8" x 13" x 1"            Dates: 1939 - -            Quantity: 5 volumes            Audit: State audit</p> <p>The License Books list issuance and re-issuance of licenses, showing the name of the licensee, the date, the type of business, the term of the license, and the amount of the fee. All licenses are renewable annually.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
67.	<p><u>STATE LICENSE RECORD (TRADERS LICENSES)</u></p> <p>Size: 13" x 19" x 3"            Dates: 1814-15, 1848, 1856, 1861, 1896-1904, 1906 - -            Quantity: 6 volumes            File Arrangement: Chronological            Index: Thumb index to licensee            Audit: State audit</p> <p>This is a record of traders licenses issued by the Clerk showing the date of issue, the name and location of the licensee, the number of months the license will run, the penalty (this type of license is renewable in May of each year and a 10% penalty is added for each month after May), the amount (the Clerk's share of the fee is not shown in later years), and the class or type of license. The fee goes to the State or in certain types of licenses is divided between the State and the community where the fee originated. Prior to 1896 this record was entitled "Fee Book."</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
68.	<p><u>OYSTER LOT RECORD</u></p> <p>Size: 14" x 18" x 2"            Dates: 1890-1906            Quantity: 5 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued            Index: Thumb index to lot owner</p> <p>This is a record of platted areas for oystering showing the plat and description, the certification of the Clerk, and the liber and folio of the Oyster Register. Prior to 1890 this information appears in the General Index to Land Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
69.	<p><u>OYSTER REGISTER</u></p> <p>Size: 12" x 14" x 3"            Dates: 1891-1895, 1903 - -            Quantity: 5 volumes            File Arrangement: Chronological            Audit: State Audit</p> <p>This is a record of licenses issued to oyster tongers and dredgers, showing the date of issue and renewals, the address, the race and age of the licensee, the number of tongs or in the case of dredgers licenses the name of the boat or boats and the tonnage, the license number issued, and the amount of the fee.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
70.	<p><u>CRAB LICENSE BOOK</u></p> <p>Size: 12" x 14" x 3"            Dates: 1903 - -            Quantity: 4 volumes            File Arrangement: Chronological            Audit: State audit</p> <p>This is a record of issuance or renewal of licenses to crab, showing the date, the name of the licensee, his address, his age and color, the number of the license, and the amount of the fee.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
71.	<p><u>CRAB SHIPPERS LICENSE BOOK</u></p> <p>Size: 10" x 14" x 1"            Dates: 1927-1930, 1947 - -            Quantity: 2 volumes            File Arrangement: Chronological</p> <p>This is a record of licenses issued to crab and clam shippers showing the date, the name and address of the shipper, the license number, and the fee.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
72.	<p><u>TONNAGE BOOK</u></p> <p>Size: 10" x 13" x 1"            Dates: 1903-1905, 1913            Quantity: 2 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued            Index: Thumb index to owner and name of boat</p>	



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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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This is a record of the names of owners and their boats, the tonnage of the boat, the license number, and the date of issue.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

73. LIST OF SLOOPS AND OWNERS

Size: 8" x 14" x  $\frac{1}{2}$ "  
 Dates: 1901  
 Quantity: 1 volume  
 Annual Accumulation: Discontinued  
 Index: Thumb index to name of sloop

This is list of sloops licensed by Somerset County, showing the license number, date, the amount of the fee, and the names of the sloops and the registered owners.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

74. GENERAL LEDGER

Size: 10" x 14" x 1"  
 Dates: 1816-1818, 1942 - -  
 Quantity: 2 volumes, 3 bundles  
 File Arrangement: Chronological  
 Index: Typed index to accounts  
 Audit: State audit

The General Ledger is arranged by accounts and is posted monthly from the Cash Receipts and Disbursements Journals. The accounts are as follows:

Foreign Sheriffs  
 County Commissioners  
 Attorneys' appearances  
 Bar Library  
 Commissioner of Motor Vehicles  
 Court Crier  
 Foreign Attorneys  
 State of Maryland  
 Witness Fees  
 Miscellaneous Account  
 Miscellaneous Account (Court  
 Payroll

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS THE VOLUME FOR 1816-1818.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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75. REGISTER OF PAYMENTS IN SUPPORT CASES

Size: 10" x 14" x 1"  
 Dates: 1956 - -  
 Quantity: 1 volume  
 File Arrangement: Chronological  
 Audit: State audit

In certain support cases the Court places one party under obligation to turn over funds awarded by the Court to the Clerk who then makes the support payments. The Register records the date of payment, the persons paying and receiving support, the signature of the payee, and the Clerk's check number and amount of the payment.

RECOMMENDATION: RETAIN PERMANENTLY.

76. AFFIDAVITS OF REMOVAL

Size: 12" x 16" x 2"  
 Dates: 1901-1942  
 Quantity: 4 volumes  
 File Arrangement: Chronological  
 Annual Accumulation: Discontinued  
 Index: Thumb index to person

This is a record of affidavits taken by voters who have removed from the State but intended to return on or before six months preceding the next general election. A notation of recordation was made by the Clerk. The affidavit protected the voter against removal of his name from the Register of Voters.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

77. REGISTER OF INTENT

Size: 14" x 18" x 2"  
 Dates: 1902-1949  
 Quantity: 2 volumes  
 Annual Accumulation: Discontinued  
 Index: Thumb index to person

Until 1949 persons moving from other counties or states were required to file an intent to register to vote with the Clerk. The Register shows the date, name, residence, age, occupation, color, and date of filing the intent.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO. C-116PAGE  
NO. 27.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
78.	<p><u>CERTIFICATES OF FREEDOM</u></p> <p>Size: 10" x 14" x 2"            Dates: 1832-1864            Quantity: 1 volume            File Arrangement: Chronological            Annual Accumulation: Discontinued            Index: Alphabetical</p> <p>This is a record of certifications by the Clerk of the Circuit Court that the applicant is entitled to his or her freedom under the Act of 1805, Chapter 66, relating to certificates. The certification names the Negro, states that the Clerk is satisfied after competent testimony, or otherwise, that the applicant is entitled to freedom and describes the applicant, giving height, color, scars, if any, and age.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.</p>	<p>1832-1864  <i>Transfer</i>            6/26/58</p> <p>APPROVED            HALL OF RECORDS COMMISSION</p>
79.	<p><u>SHERIFF'S FEE BOOK</u></p> <p>Size: 10" x 14" x 2"            Dates: 1862-1863            Quantity: 1 volume            File Arrangement: Chronological</p> <p>This is a record of fees, fines, and penalties collected by the Sheriff, listing the name of the payer, the nature of the payment, the date and the amount.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS</p>	
80.	<p><u>JUDGMENT DOCKET OF THE MUTUAL FIRE INSURANCE COMPANY</u></p> <p>Size: 13" x 18" x 1"            Dates: 1867-1901            Quantity: 3 volumes            File Arrangement: Chronological            Annual Accumulation: Discontinued            Index: Alphabetical to claimant</p> <p>This docket records claims and confessed judgments against the fire insurance company, showing the names of the plaintiffs (policy holders), the amounts of the judgments, and the dates.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO.

C-116

PAGE  
NO.

28.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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81. STATE OF MARYLAND vs DEAL ISLAND BANK

Size: 14" x 13" x 2"

Dates: 1934

Quantity: 1 volume

This is a record of the Circuit Court in Chancery proceedings against the Deal Island Bank.

RECOMMENDATION: RETAIN PERMANENTLY.

82. STATE OF MARYLAND vs PEOPLE'S BANK

Size: 14" x 18" x 2"

Dates: 1935

Quantity: 2 volumes

This is a record of the Circuit Court in Chancery proceedings against the People's Bank.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION